

JFK ASSASSINATION SYSTEM
IDENTIFICATION FORM

AGENCY INFORMATION

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TO : C/MAIL AND COURIER BRANCH
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SUBJECTS : JFK ASSASSINATION
ARRB COURIER

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ADMINISTRATIVE - INTERNAL USE ONLY

3 December 1996

MEMORANDUM FOR: Earsaline Anderson
Chief, Mail and Courier Branch

FROM: J. Barry Harrelson, JFK Project
Officer
DCI/CSI/HRG

VIA: Lee Burton
Chief, DCI Administrative SVCS

SUBJECT: Courier Service between IP and
ARRB Office

1. As a result of the move of the Center for the Study of Intelligence (CSI) to International Point Building in Chantilly, Virginia, the Agency's JFK project is in immediate need of same day courier service from International Point to the offices of the Assassination Records Review Board (ARRB) at 600 E Street N.W., Washington, DC. The JFK record review is a DCI priority.

2. Background: The ARRB is a Presidential-appointed board reviewing CIA records related to the JFK assassination under the JFK Act of 1992. The Board meets monthly and may act on up to 200-300 CIA documents. The law sets specific deadlines for notification of the DCI, appeals and release of reviewed records. There is a continuing, but not necessarily daily, flow of material between the CSI/Historical Review Group and the staff of the ARRB to meet the requirements of the law. This material includes time sensitive memoranda for the DCI and documents that frequently must be delivered the same day. In the past, the staffs (HRG and ARRB) have hand-carried the material when using the FAX was not satisfactory or appropriate. With the move to IP, it is no longer possible to have staffers hand-carry material on a regular basis.

3. Requirements:

a. Same-day Delivery to 600 E. St. NW: Generally HRG will know at least the day before that delivery is needed, however, there are times when same-day service to and from 600 E Street will be requested. For most outgoing material, HRG will use the regular morning courier service between IP and HQs provided that priority packages are delivered to the ARRB that afternoon. Non-priority material can be delivered the following day.

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b. Same-Day Pick-up at 600 E St. NW: Some material picked up at ARRB can be held overnight at HQ and come with the regular morning courier to IP; however, many documents require immediate action and will need to be delivered directly to IP.

c. Packages will range from a single memorandum to documents in two or three record center size boxes.

d. HRG will usually have green badge independent contractors at ARRB to receive material, however, ARRB staff working on CIA records are fully cleared and can sign for the material. The courier will be given a list of persons authorized to receive the material.

4. Please contact me at secure extension x31825 to discuss any questions or concerns associated with arrangements for this action, and to let me know the details of the process you implement to fill this requirement.